

CAPITAL PROJECT MANAGEMENT ADMINISTRATOR

DISTINGUISHING FEATURES

The fundamental reason the Capital Project Management Administrator position exists is to manage the work of supervisory and professional staff members in the final planning, design and construction of numerous public works and public facilities projects that will be implemented through the Capital Improvements Plan (CIP) in the Capital Projects Management Division of the Municipal Services Department. This classification is supervisory. This position reports directly to the General Manager, Municipal Services.

ESSENTIAL FUNCTIONS

Oversees the management team responsible for professional project managers, project coordinators, and administrative support staff. Establishes long-range goals and objectives.

Trains assigned personnel. Communicates goals; develops plans and measurements for evaluation; evaluates performance of management personnel; investigates and follows up on complaints or disciplinary actions. Observes and monitors performance to determine compliance with prescribed operating standards.

Researches and analyzes complex issues in order to make recommendations in report form and verbally to upper management. Communicates and listens effectively with staff members, outside agencies and citizens in a face-to-face setting or by telephone.

Coordinates overall project activities with other divisions and departments to assure efficient operations and implementation of CIP projects that meet established goals and objectives. Uses graphic instructions, such as blueprints, schematic drawings, layouts, and other visual aids. Strives for ways to accomplish objectives through innovative management techniques.

Observes, reviews and monitors the work of management and professional staff to ensure conformance to established goals and objectives. Sets long range goals and objectives. Studies complex administrative and technical issues and recommends innovative solutions. Prepares and presents effective oral and written reports and performance evaluations.

Attendance and punctuality are essential functions to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Complex public infrastructure and building projects from establishment of project scope and objectives through completion of construction.

Ability to:

Read and interpret construction documents and technical specifications.

Observe, review and check the work of staff members to ensure conformance to standards.
Plan, organize, supervise and review the project work.

Understand drawings and specifications.

Use telephone and radio communications equipment.

Prepare and present oral and written reports.

Communicate effectively (orally and in writing) with clearly organized thoughts using proper sentence construction, grammar and punctuation.

Use a personal computer, a variety of software, and other equipment essential to performing daily activities.

Enter data into a pc or using a keyboard requiring continuous and repetitive eye and arm or hand movement.

Lift and transport materials including maps, blueprints, bid packages weighing between 20-50 pounds both short and long distances.

Establish and maintain effective working relationships with City Council, top management, co-workers, supervisors, contractors and the general public.

Education & Experience:

Requires a Bachelor's degree in Civil Engineering or in a related field with emphasis in Construction Management. Extensive and recent experience in the design and construction of public facilities with eight years or more in a responsible management position. Must have experience in the preparation of project cost estimates, value engineering, construction reviews and inspection procedures.

Valid Arizona Driver's License and no major driving citations in the last 39 months are required for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified